Fall 2016 District Test Coordinator Important Tasks Checklist

This document will provide you with a list of important tasks and dates associated for Fall 2016 AzMERIT Computer-Based Test (CBT) administration.

Done	Task 1	Dates
	Ensure that schools download the <u>new</u> AzMERIT Secure Browser 9.0 on all desktop computers and laptops that will be used by students for testing. **Notes:** – Windows, Linux, and Mac devices must use Secure Browser 9.0. – Chromebooks and mobile devices with Android or iOS operating systems do not need to download a new Secure Browser if one is already installed.	Beginning on 9/19/16

- On the AzMERIT portal, click on the Secure Browser button.
- Download the appropriate Secure Browser on to each device that will be used by students.
- Detailed instructions can be found in the *Secure Browser Installation Manual* on the AzMERIT portal here.

Done	Task 2	Dates
	Log into TIDE, add new users, correct users, or delete users. District Test Coordinators must verify all personnel who will need access for TIDE, ORS and/or the TA Interface (School Test Coordinators, School Report Viewers, School Teachers, and Test Administrators). **Notes:** – District Test Coordinator user accounts have been updated for Fall 2016. – Other user accounts that were previously added in TIDE were not removed. – Users with the role of School Test Coordinator (STC) may assist in adding other users at the school level.	Beginning on 10/3/16

- Click on the **Manage Users** tab, and then click **Add User** or **Upload Users**.
- Detailed instructions can be found in the *TIDE User Guide* on the AzMERIT portal here.

Done	Task 3	Dates
	Pre-Test Trainings will be available online September 19-30, 2016. District Test Coordinators with schools participating in the Fall 2016 AzMERIT administration must complete the training no later than September 30, 2016. School Year 2016-2017 *Achievement Test Security Agreements* for Superintendent/Charter Representatives must be on file with the Assessment Department.	9/19 – 9/30

The link to the Pre-Test Trainings

Done	Task 4	Dates
	Review and verify Contact and Shipping Information on TIDE Home page. Test results and any additional orders will be shipped to the address identified in TIDE.	Beginning on 10/3 prior to an additional order or prior to test administration

- Log into **TIDE**.
- Click on the **Contact Info** tab.
- Verify Contact information Page.
- Any changes or corrections ADE must be notified.

Done	Task 5	Dates
	Add all students into TIDE who will be participating in Fall 2016 AzMERIT testing. ADE **will not** upload any students into TIDE.	10/3 - prior to test administration

- Log into **TIDE**.
- Click on the **Student Information** tab.

Follow detailed instructions in the *TIDE User Guide* to add or upload students.

Done	Task 6	Dates
	Log into TIDE and indicate which students require special paper version test. Note: All special paper version tests must be hand entered into the AIR's Data Entry Interface (DEI) by a qualified test administrator. Special paper version tests can only be requested based on a student's IEP.	10/3 – 11/3

- Log into **TIDE**.
- Click on the **Student Information** tab.
- In the **View/Edit Students** tab, use the filter and search tools to locate a student who requires a special paper version test.
- Open the individual student's record. On the student detail page, appropriate paper version accommodation.
- Detailed instructions can be found in the *TIDE User Guide*.
- Task 7 must be completed along with this task.

Done	Task 7	Dates
	Additional Order Window. Place an additional for any student who requires a special paper version test. **Notes:** – There must be an indication in TIDE for each student that requires any special version test. – Special paper version tests can only be requested based on a student's IEP. – ADE will review each special paper version additional order prior to shipment.	10/3 – 11/3

- Task 6 must be completed along with this task.

Done	Task 8	Dates
	Special paper version materials will be shipped to districts as the additional orders are approved by ADE. Materials will be shipped to Contact and Shipping Address as indicated in TIDE.	Ongoing as additional orders are approved by ADE.

- Log into **TIDE**.
- Click on the **Orders** tab, and then click the **Additional Orders** tab.
- Follow detailed instructions in the *TIDE User Guide* to order additional materials.

Done	Task 9	Dates
	Create rosters for teachers to view student test results in December in ORS. Note: Only active students in TIDE may be added to rosters.	10/3/16-12/2/16

- Log into **TIDE**.
- Click on the **Rosters** tab.
- Follow detailed instructions in the *TIDE User Guide* to create or upload rosters.
- The Test Coordinator Manual (TCM) and District Administration Directions (TAD) are available on the on the AzMERIT portal here.

Done	Task 10	Dates
	TEST ADMINISTRATION and DATA ENTRY INTERFACE (DEI) WINDOWS	
	CBT Administration and Data Entry Interface Window (writing)	10/24/16-11/18/16
	CBT Administration and Data Entry Interface Window (reading and math)	10/24/16-12/2/16
	Notes: – New for Fall 2016, all student responses to special paper version tests <u>must</u> be entered into AIR's Data Entry Interface (DEI) by a qualified test administrator. – The deadline for entering student responses to each test is the last day of each CBT test window specified above.	

- Schools must follow test schedule provided in the *Test Coordinator Manual*.
- Instructions for using the DEI are provided in the *Special Paper Version Test Administration Directions* included with special paper version tests.

Done	Task 11	Dates
	Return special paper version testing materials to Measurement Incorporated. – Follow the packing and return shipment instructions received with the shipment of materials. – Contact FedEx at least 48 hours prior to pickup of materials. – Last day to contact FedEx 12/2/16. – Deadline for materials to be picked up and out of building is 12/5/16.	As soon as special paper version testing is completed and hand entered into DEI; no later than 12/5/16.

Done	Task 12	Dates
	Reports will be available in ORS for districts/charters. Paper reports will be delivered to districts/charters.	12/16/16 1/18/17

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